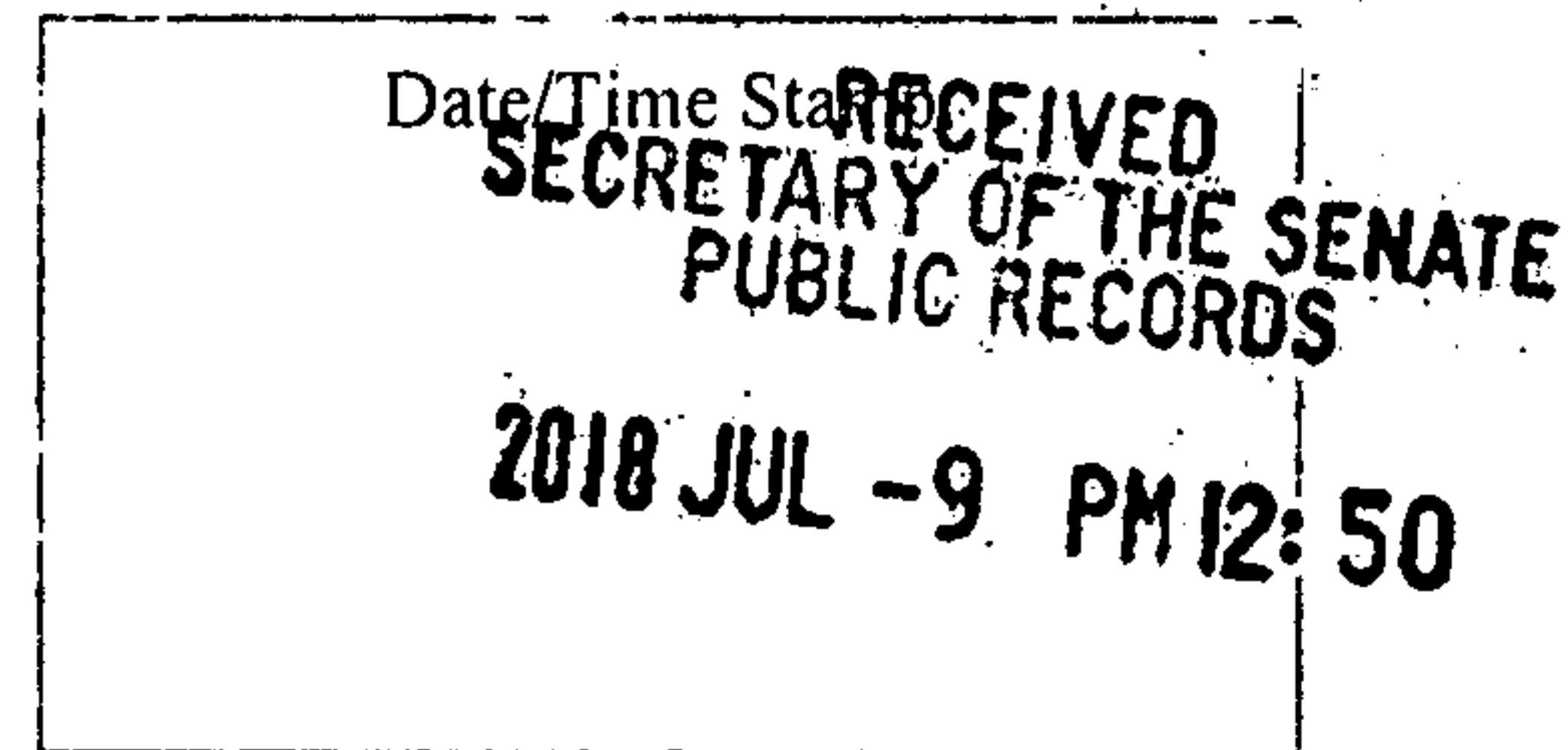


# Employee Post-Travel Disclosure of Travel Expenses



**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): March 24 - March 31, 2018

Name of accompanying family member (if any): NONE

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$13,313	\$1,420	\$533	\$331 (Liberia and Cote d'Ivoire visas)
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attachment

7-9-18  
(Date)

Dumall Ly  
(Printed name of traveler)

Dumall Ly  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4-9-18  
(Date)

Charles Sch...  
(Signature of Supervising Senator/Officer)

# UN Foundation Peacekeeping Learning Trip to Liberia and Côte d'Ivoire

## Answers to Questions 2, 5, 13, and 18

### 2. Description of the trip:

The United Nations has played an essential role in helping stabilize and rebuild the Mano River Basin following years of war and volatility. Now, with far-reaching successes in the region, the UN has begun to reduce its peacekeeping footprint in West Africa, providing a rare opportunity for policymakers to examine the lessons learned after more than a decade of international sacrifice and determination.

In Côte d'Ivoire, UNOCI helped broker peace between rebel groups and the government, facilitated the delivery of humanitarian aid, conducted free and fair elections, and facing a torrent of violence following a presidential vote in 2010, honorably protected the country's democratically elected leader. In neighboring Liberia, UNMIL successfully delivered peace to a country in total disarray following years of brutal civil war. Over the lifespan of its mandate, the UN helped rebuild the shattered Liberian government, trained thousands of local police officers, and assisted with the elections that led to the election of Africa's first female head of state. And, in the truest sign yet of the mission's success, Liberia marked a new milestone of stability earlier this month when the country experienced its first peaceful transfer of power since 1944.

This trip will allow participants to see these successes up close and learn more about the UN's transition plan for Liberia and Côte d'Ivoire, including how the U.S. and UN are working together to ensure the two nations have the resources necessary to maintain the progress that's been made.

### 5. Name and title of Senate invitees:

Ryan Doherty, Policy Advisor  
Sen. Chris Coons

Ryan Evans, Legislative Assistant  
Sen. Johnny Isakson

Laura Updegrove, Legislative Assistant  
Sen. Jeff Merkley

Oumou Ly, Legislative Assistant  
Sen. Charles Schumer

Will Scheffer, Legislative Assistant  
Sen. Jeanne Shaheen

Amber Bland, Legislative Assistant  
Sen. John Barrasso

Colleen Donnelly, Legislative Assistant  
Sen. Jeff Flake

Vernon Davis, Legislative Assistant  
Sen. Rand Paul



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**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Oumou Ly

Employing Office/Committee: Senator Schumer

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): March 24-March 31  
*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Ivory Coast, Liberia

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip will include visits with UN country teams, Ambassadors, and peacebuilding commissions, all of which are directly related to my role as a foreign affairs staffer for Senator Schumer.

Name of accompanying family member (if any): None  
Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3-7-2018  
(Date)

Oumou B. Ly  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Charles E. Schumer hereby authorize Oumou Ly  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3-7-2018  
(Date)

Charles E. Schumer  
(Signature of Supervising Senator/Officer)

11/10/15





Ms. Oumou Ly  
Office of Senator Charles Schumer  
Russell Senate Office Building 322  
Washington, DC 20510

Dear Oumou,

On behalf of the United Nations Foundation, I'm writing to invite you to join a congressional learning trip to observe UN peacekeeping and peacebuilding operations in Liberia and Côte d'Ivoire on **Saturday, March 24 – Saturday, March 31, 2018**.

As you probably know, the UN has played an essential role in helping stabilize and rebuild the Mano River Basin following years of war and volatility. Now, with far-reaching successes in the region, the UN has begun to reduce its peacekeeping footprint in West Africa, providing a rare opportunity for policymakers to examine the lessons learned after more than a decade of international sacrifice and determination.

In Côte d'Ivoire, UNOCI helped broker peace between rebel groups and the government, facilitated the delivery of humanitarian aid, conducted free and fair elections, and facing a torrent of violence following a presidential vote in 2010, honorably protected the country's democratically elected leader. In neighboring Liberia, UNMIL successfully delivered peace to a country in total disarray following years of brutal civil war. Over the lifespan of its mandate, the UN helped rebuild the shattered Liberian government, trained thousands of local police officers, and assisted with the elections that led to the election of Africa's first female head of state. And, in the truest sign yet of the mission's success, Liberia marked a new milestone of stability earlier this month when the country experienced its first peaceful transfer of power since 1944.

This trip is an unrivaled opportunity to see these successes up close and learn more about the UN's transition plan for Liberia and Côte d'Ivoire, including how the U.S. and UN are working together to ensure the two nations have the resources necessary to maintain the progress that's been made.

We would be honored if you would consider joining us on this unique educational experience, which will include visits to both Monrovia and Abidjan over the course of eight days (inclusive of all travel). If you are interested, I would be happy to come by your office and discuss the trip with you in more detail. Please be advised that our deadline for final RSVPs is Monday, Feb. 19.

Sincerely yours,

*[Handwritten signature]*

**Peter Yeo**  
**Senior Vice President of Public Policy and Advocacy**  
**United Nations Foundation**

SECRET

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation
- 
2. Description of the trip: Please see attached.
- 
3. Dates of travel: Saturday, March 24 - Saturday, March 31, 2018
4. Place of travel: Monrovia, Liberia and Abidjan, Cote d'Ivoire
- 
5. Name and title of Senate invitees: Please see attached.
- 
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR**
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND**
- ☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND**
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

— OR —

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

— OR —

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The UN Foundation is the sole sponsor of the trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Please see attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF frequently sponsors congressional learning trips to observe the UN's work abroad. From 2013-2017, UNF organized trips to Cameroon, Liberia, Haiti, South Sudan, Rwanda, DR Congo, and the Central African Republic, for example. Each trip focused on issues related to global health or peacekeeping.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers;

businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$5,404	\$852	\$529	\$216 (visa fees)
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves an event that is arranged specifically WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

Please see attached.

19. Name and location of hotel or other lodging facility:

Mamba Point Hotel - Sekou Toure Ave, Monrovia, Liberia

Seen Hotel Abidjan Plateau - Avenue Lamblin & Rue Colomb Plateau, Abidjan, Cote d'Ivoire

20. Reason(s) for selecting hotel or other lodging facility:

Favorable price, location, and security concerns.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our daily expenses are expected to be on par with the State Department's 2018 per diem rates for both Monrovia, Liberia (\$95 for M & IE and \$200 for lodging) and Cote d'Ivoire (\$113 for M & IE and \$226 for lodging).

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

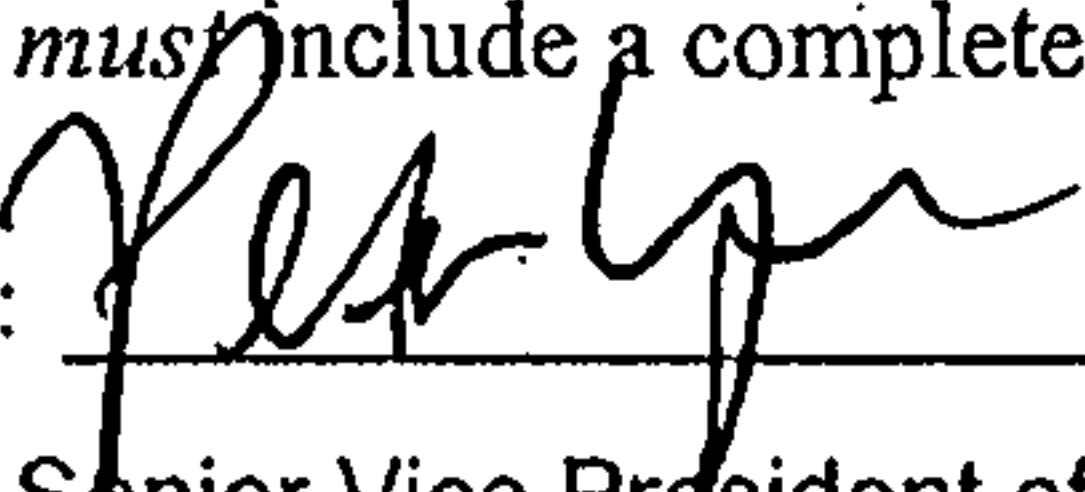
The delegation will fly business class from Washington Dulles to Monrovia and from Abidjan back to Washington Dulles. The delegation will fly economy class from Monrovia to Abidjan.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Peter Yeo, Senior Vice President of Public Policy and Advocacy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300

Telephone Number: 202-887-9040 (please ask for Micah Spangler)

Fax Number: 202-887-9021

E-mail Address: mspangler@unfoundation.org

## Ly, Oumou (Schumer)

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**From:** Micah Spangler <mspanangler@unfoundation.org>  
**Sent:** Tuesday, February 27, 2018 12:04 PM  
**Cc:** Chandrima Das; Elise Edwards  
**Subject:** Next Steps for UNF Peacekeeping Learning Trip to Liberia and Cote d'Ivoire  
**Attachments:** UNF Travel Waiver Liberia and Cote d'Ivoire .pdf

Hello all,

We're very much looking forward to having you join us on the UN Foundation Peacekeeping Learning Trip to Liberia and Côte d'Ivoire from March 24 – 31, 2018! Please review the below requirements so we can move forward with arranging logistics for the trip.

**For your general information, the confirmed delegation is:**

- Will Scheffer, Sen. Jeanne Shaheen (D-NH)
- Ryan Evans, Sen. Johnny Isakson (R-GA)
- Oumou Ly, Sen. Charles Schumer (D-NY)
- Ryan Doherty, Sen. Chris Coons (D-DE)
- Rachana Shah, Rep. Grace Meng (D-NY)
- Walter Gonzales, Rep. C.A. Dutch Ruppersberger (D-MD)
- Ryan Uyehara, Rep. Ami Bera (D-CA)
- Eliza Ramirez, Rep. Michael Capuano (D-MA)

**Please provide me with the following information via email ASAP:**

- A scanned copy of the photo page of your TOURIST passport (please make sure your passport is good for 6 months after the travel dates)
- Preferred Phone Number (ideally a mobile phone)
- A scanned copy of your yellow fever immunization certification
- Name, email, and phone number of your emergency contact person
- Signed UN Foundation liability waiver (attached)
- Any food restrictions or allergies
- Any medical allergies or health concerns we should be aware of
- A short bio with photo that we can share with other trip participants and in-country hosts
- Frequent flyer number (Star Alliance) and global entry number, if applicable

**Visas**

We will facilitate the visa application process for Liberia and Cote d'Ivoire and cover all related fees. In order to process your paperwork, we'll need:

- Your current passport and the passport must be valid for at least six months;
- Four recent passport-size photographs (2 for each country);
- A completed visa application form for Liberia: [click here to access](#)
  - For purpose of trip, check "Business"
  - Leave Reference No. 1 and No. 2 blank
- A completed application form for Cote d'Ivoire (filled out in duplicate): [click here to access](#)
  - For Reasons for Travelling, list: "U.S. Congressional Staff Participating in United Nations Foundation Peacekeeping Learning Trip"
  - Leave References in Ivory Coast blank
  - For Place of Arrival, list: "Abidjan"



- For Address During our Stay in Ivory Coast, list: "Seen Hotel Abidjan Plateau, Rue Colomb, Abidjan, Cote d'Ivoire, Phone: +225 20 006700"
- Not sure of any other response? Leave it blank.

We need a minimum of 10 business days to process the visa paperwork. I am happy to pick up your visa application early next week. **Please let me know a convenient date and time as soon as possible and I will coordinate pick up with you.**

#### **Vaccinations and Other Health**

Health information for travelers and a list of recommended vaccinations can be found on the CDC's ([Liberia](#), [Cote d'Ivoire](#)). Yellow Fever vaccination is REQUIRED for entry to the countries and we will need the proof of certificate to apply for your visa. The UN Foundation will reimburse for all immunizations (e.g. yellow fever) and boosters (e.g. Polio and MMR) required for travel. We will also cover the cost of anti-malarials. **However, I suggest you check with the Attending Physician first, as these should be provided to you nearly free of cost as this is official travel.**

If one of you registers the trip with the Attending Physician, they will likely provide you a "care pack" that contains over-the-counter medications for you to bring with you. Usually, one pack is given to cover all participants, but this will require someone registering the trip in each Chamber. Closer to the time of travel we will provide additional information on packing, weather, communications, and an updated itinerary. In the meantime, if you have any questions or concerns, please do let me know.

All the best,

**Micah Spangler**

Deputy Director, Legislative Affairs  
United Nations Foundation  
1750 Pennsylvania Avenue NW  
Washington, DC 20006  
202-887-9040 ext. 2684



## Peacekeeping Learning Trip to Liberia & Cote d'Ivoire March 24 – 31, 2018

**\*\*All Times Local\*\***

*Monrovia/Abidjan +5 hours from Washington, DC*

**Saturday, March 24 --- Travel**

*Attire: Casual.*

2:50pm Arrive at Dulles International Airport (IAD), check-in for flight

5:50pm Depart IAD via Brussels 516

**Sunday, March 25 --- Travel/Monrovia**

*Attire: Casual.*

7:25am Arrive Brussels International Airport (BRU)

12:10pm Depart BRU via Brussels 241

7:05pm Arrive Monrovia Roberts International Airport (ROB)

9:00pm – 10:30pm      Welcome Dinner with UNMIL Staff  
*Mamba Point Hotel*

Overnight Mamba Point Hotel  
United Nations Drive  
Monrovia, Liberia  
Phone: (+231) 5929292 | (+231) 5939393

**Monday, March 26 --- Monrovia**

*Attire: Business.*

7:30am – 8:00am	Breakfast <i>Mamba Point Hotel</i>
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8:00am – 8:30am	Transfer to UNMIL HQ
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8:30am – 9:30am	Meeting with UN Country Team (Representatives from the UN Development Programme, UNICEF, UN Population Fund, World Health Organization, and World Food Programme) <i>UNMIL HQ Pan African Plaza, Tubman Boulevard, 1st Street</i>
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9:30am – 10:15am Meeting with Farid Zarif, Special Representative of the Secretary General & UNMIL Leadership  
*UNMIL HQ Pan African Plaza, Tubman Boulevard, 1st Street*



10:15am – 10:45am	Transfer to U.S. Embassy
10:45am – 11:45am	Meeting with U.S. Ambassador Christine Elder & U.S. Country Team <i>U.S. Embassy</i>
11:45am – 12:00pm	Transfer to Lila Brown Restaurant
12:00pm – 1:15pm	Lunch <i>Lila Brown Restaurant</i>
1:15pm – 1:45pm	Transfer to UNICEF Monrovia Office
1:45pm – 3:00pm	Visit UNICEF program with at risk youth in West Point neighborhood <i>UNICEF Monrovia Office</i>
3:00pm – 3:30pm	Travel to Liberia Peacebuilding Office/UN Peacekeeping Fund Secretariat
3:30pm – 4:30pm	Meeting with youth leaders (program supported by the UN Peacebuilding Fund) <i>Liberia Peacebuilding Office/UN Peacekeeping Fund Secretariat</i>
4:30pm – 5:00pm	Transfer to WHO Office
5:00pm – 6:00pm	Meeting with Liberian healthcare workers and WHO staff, discuss Liberian government's Ebola response and local health infrastructure <i>WHO Office</i>
6:00pm – 6:15pm	Transfer to Mamba Point Hotel
6:15pm – 6:45pm	Executive Time
6:45pm – 7:00pm	Transfer to Royal Grand Hotel
7:00pm – 9:00pm	Dinner with UN Peacebuilding Commission (Swedish Representative) <i>Royal Grand Hotel</i>
9:00pm – 9:15pm	Transfer to Mamba Point Hotel
Overnight	Mamba Point Hotel United Nations Drive Monrovia, Liberia Phone: (+231) 5929292   (+231) 5939393

**Tuesday, March 27 --- Monrovia/Abidjan***Attire: Business.*

7:00am – 7:30am	Breakfast (bring luggage to lobby) <i>Mamba Point Hotel</i>
7:30am – 8:00am	Transfer to Liberia National Police HQ
8:00am – 9:00am	Meeting with the Liberian Police Chief, Mr. Patrick Toe Sudue <i>Liberia National Police HQ</i>
9:00am – 9:30am	Transfer to Executive Mansion
9:30am – 11:30am	Meeting with the President of Liberia, Mr. George Manneh Weah <i>Executive Mansion</i>
11:30am – 11:45am	Transfer to USAID project site
11:45am – 12:30pm	Tour USAID project site, meeting with USAID-Liberia staff
12:30pm – 12:45pm	Transfer to The Capital Room
12:45pm – 1:45pm	Lunch <i>The Capital Room</i>
1:45pm – 2:00pm	Transfer to ROB
4:00pm	Depart Monrovia via Air Cote d'Ivoire HR 751
5:50pm	Arrive Abidjan Port Bouet Airport (ABJ)
6:30pm – 7:00pm	Transfer to Seen Hotel Abidjan Plateau
7:00pm – 7:30pm	Executive Time
7:30pm – 9:00pm	Dinner event with local NGOs and humanitarian organizations <i>Seen Hotel Abidjan Plateau</i>
Overnight	Seen Hotel Abidjan Plateau Rue Colomb Abidjan, Cote d'Ivoire Phone: +225 20 006700

**Wednesday, March 28 --- Abidjan***Attire: Business.*

8:00am – 8:30am	Breakfast <i>Seen Hotel Abidjan Plateau</i>
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8:30am – 9:00am	Transfer to UNICEF Country Office
9:00am – 10:30am	Briefing by UN agencies (Representatives of the UN Development Programme, UN Women, UNICEF, UN Population Fund, UN Refugee Agency, International Organization for Migration, and the Food and Agriculture Organization of the United Nations) <i>UNICEF Country Office</i>
10:30am – 11:00am	Transfer to U.S. Embassy
11:00am – 12:30pm	Meet with Katherine Brucker, Chargé d’Affaires, U.S. Embassy in Cote d’Ivoire & Country Team <i>U.S. Embassy</i>
12:30pm – 12:45pm	Transfer to Aboussouan
12:45pm – 1:30pm	Lunch <i>Aboussouan</i>
1:30 – 1:45pm	Transfer to UNDP Office
1:45pm – 4:00pm	Meeting and Site Visits with UNDP Resident Coordinator  Visit UNDP supported PBF Programs: A year after peacekeepers have left, the UN Peacebuilding Fund continues to promote the gains of the mission by supporting projects including improving infrastructure in communities and supporting training of security personnel to improve the relationship with the community members.
4:00pm – 4:30pm	Transfer to IMF Office
4:30pm – 6:00pm	Meeting with IMF Resident Representative for Cote d’Ivoire <i>IMF Office</i>
6:00pm – 6:30pm	Transfer to Seen Hotel Abidjan Plateau
6:30pm – 7:00pm	Executive Time <i>Seen Hotel Abidjan Plateau</i>
7:00pm – 9:00pm	Dinner with Peacebuilding Fund Leadership <i>Seen Hotel Abidjan Plateau</i>
Overnight	Seen Hotel Abidjan Plateau Rue Colomb Abidjan, Cote d’Ivoire Phone: +225 20 006700

**Thursday, March 29 --- Abidjan**

*Attire: Business casual.*

6:00am – 6:30am	Breakfast (bring luggage to lobby) <i>Seen Hotel Abidjan Plateau</i>
6:30am – 7:00am	Briefing by Mars Cote d'Ivoire Team  Cote d'Ivoire is the world's largest cocoa producer and the UN has been vital to creating the stability necessary to continue and expand cocoa production in the country – much of which is exported to the U.S. Mars Corporation is working with the UN toward a Sustainable Cocoa Initiative to support small farmers, increase production/local profits, grow the Ivoirian economy, and protect the environment. <i>Seen Hotel Abidjan Plateau</i>
7:00am – 10:00am	Transfer to Mars Plantation
10:00am – 1:00pm	Tour Mars cocoa production facilities and meet local Ivorian cocoa farmers
1:00pm – 2:00pm	Lunch <i>Mars Plantation</i>
2:00pm – 5:00pm	Transfer to ABJ
5:00pm	Arrive at ABJ
6:00pm – 7:00pm	Team de-brief and lessons learned <i>Port Bouet Airport</i>
7:45pm	Depart Abidjan (ABJ) via Brussels 290

**Friday, March 30 --- Travel**

*Attire: Casual.*

6:40am	Arrive BRU
10:15am	Depart BRU via Brussels 515
12:55pm	Arrive IAD

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